

- 4) Click **Add** and the new list will now appear in the *Lists* box.
- 5) Click **OK** to save the new list and close the dialog.

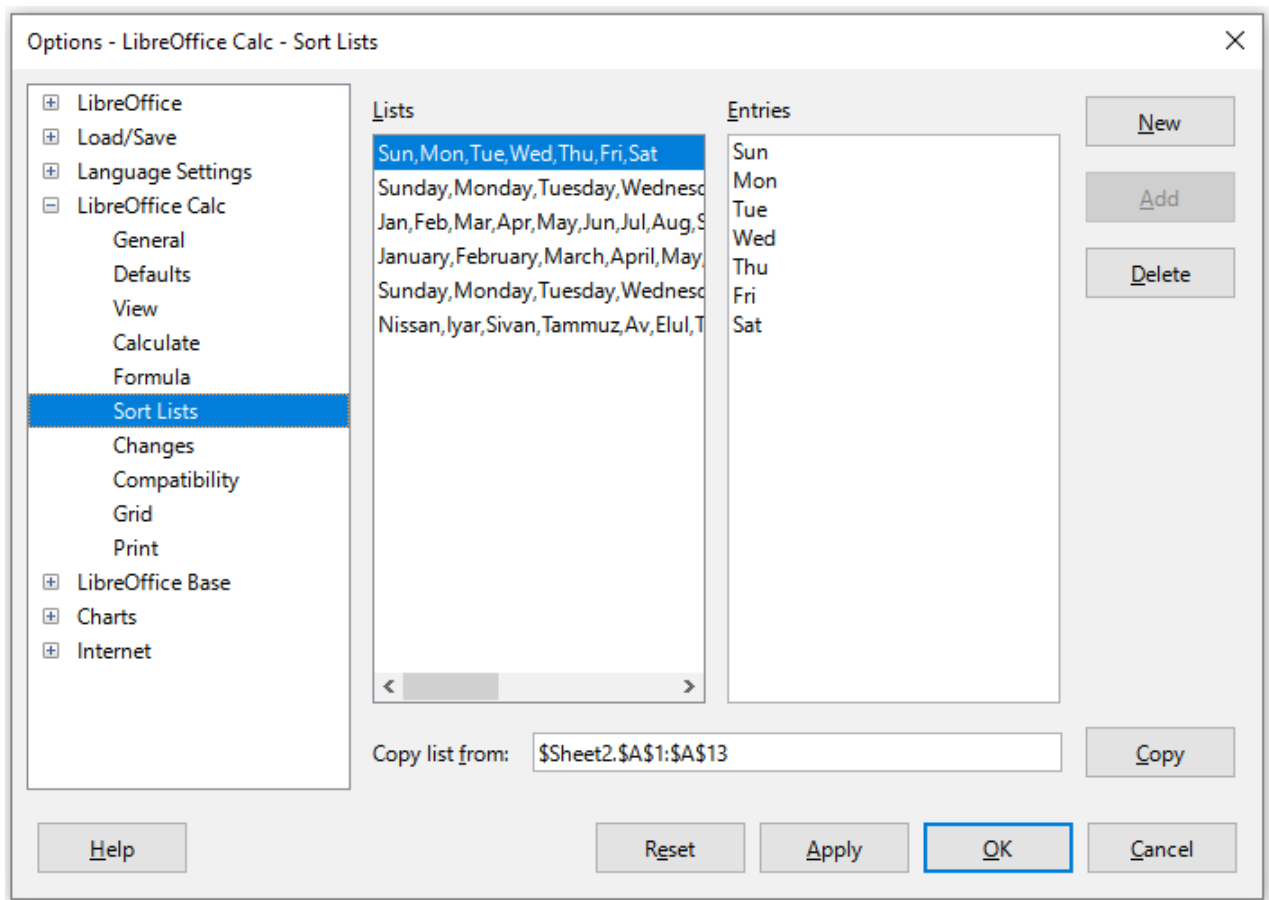


Figure 34: Sort Lists dialog

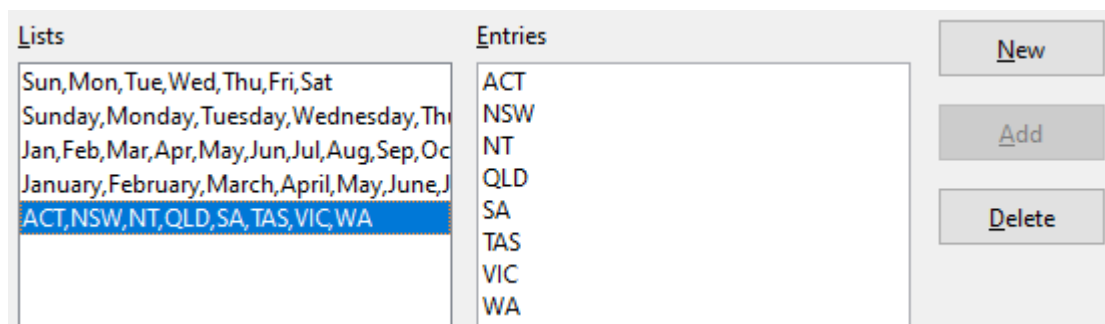


Figure 35: Creating a new sort list

## Selection lists

Selection lists are available only for text and are limited to using only text that has already been entered in the same column.

- 1) Select a blank cell in a column that contains cells with text entries.
- 2) Right-click and select **Selection List** in the context menu, or use the keyboard shortcut **Alt+↓**. A drop-down list appears listing any cell in the same column that either has at least one text character or whose format is defined as text.
- 3) Click on the text entry you require and it is entered into the selected cell.